

<p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">27-12-14</p> <p>Date Filed</p> <p style="text-align: center;">January 12, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">3</p> <p>Effective Date</p> <p style="text-align: center;">May 26, 2005</p>
<p>Authority/References</p> <p>KRS 196.030, 196.035, 439.480, 439.560 P&amp;P ACA 3-3183</p>	<p>Subject</p> <p style="text-align: center;"><b>OFFENDER TRAVEL</b></p>	

## I. DEFINITIONS

“Immediate family member” means the following:

1. Parents, including stepparents, legal guardian and an individual who reared the client in place of parents,
2. Grandparents,
3. Brothers and sisters and other sibling relations (i.e., half and step),
4. Spouse and children, including step children or adopted children,
5. A child to whom the client, although not a natural parent, acted as a parent, and
6. Grandchildren.

“Interstate Compact” means an agreement entered into by eligible jurisdictions in the United States and its territories in cooperative efforts to provide mutual assistance and control, as it relates to the supervision of probationers and parolees convicted in one (1) state and released on supervision to another state.

“Travel permit” means an appropriate document allowing an offender to travel outside the area specified by the Probation and Parole officer.

## II. POLICY and PROCEDURE

An offender’s authorized travel while under supervision shall be limited based on the facts of the individual case.

### A. Issuing an Appropriate Travel Permit Document.

1. During the initial interview the officer shall establish the area of supervision on the conditions of supervision document. If an offender needs to leave the area of supervision, the offender shall request the appropriate travel permit document. The officer shall request the offender

Policy Number	Effective Date	Page
27-12-14	May 26, 2005	2

provide verification information or documentation for the need to travel. It is in the discretion of the officer to issue an appropriate travel permit document dependent upon the circumstances and status of the case. An appropriate travel permit document shall not exceed thirty (30) days. A travel permit document for a sexual offender shall not exceed fourteen (14) days. If travel is requested an officer shall:

- a. Establish the purpose or need and obtain travel specifics as outlined on the appropriate travel permit document, and
  - b. Decide whether or not the travel shall be permitted.
2. If travel is authorized, the officer may issue an appropriate travel permit document, which shall be legibly written or typed and signed by the officer, the offender, and witnessed by a third party, if available.
  3. Two (2) copies of the appropriate travel permit document shall be prepared. The original shall be given to the offender and one (1) copy shall be filed in the case folder.
  4. Upon return from the approved travel, the offender shall contact the officer as instructed.

**B. Visitation to Correctional Facility.**

1. See CPP 16.1 for limitations in visits to correctional facilities.
2. The following procedures shall be followed prior to an offender's visitation to a correctional facility.
  - a. Upon receiving a request from an offender to visit a specific inmate, the officer shall write a letter to the appropriate warden. The letter shall include:
    - (1) The relationship of the offender to the inmate he wishes to visit,
    - (2) The specifics of the type of conviction and identifying number,
    - (3) If the offender has ever been convicted of a drug offense, and
    - (4) Any other pertinent information.

Policy Number	Effective Date	Page
27-12-14	May 26, 2005	3

- b. The response of the warden or his designee shall be maintained in the offender's file. The officer shall advise the offender of the response. An officer shall not issue an appropriate travel permit document to an offender without prior approval of the warden or his designee.
- c. If the request is approved, the offender shall be advised that prior to visiting the inmate, an appropriate travel permit document will be issued and the offender shall have it with him at the time of the visit. Two (2) copies of the permit shall be prepared. The original shall be given to the offender and one (1) copy shall be filed in the case folder.

C. Emergency and Special Travel

Verbal permission to travel may be given by the officer in emergency or special circumstances, including a family emergency, or unforeseen circumstance, if time does not allow for written permission. If this occurs, the officer shall document that the permission was granted in the case management system within three (3) working days.

D. Work Purposes

The officer may, at his discretion, issue an appropriate travel permit document for work purposes.